

# MCFRS Online Preceptor Program

## USER MANUAL v 1.0

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## Introduction

The preceptor program has historically utilized a conventional paper system to track the progress of the intern through the internship period. The process has been streamlined significantly and moved to a computer-based online submission process. This new process eliminates delays in transporting evaluations from the field to the training academy (reports are available / updated in real time), significantly reduces the burden of documentation on both preceptor and intern, and creates a digital record for preceptors, interns and academy staff. A copy of all reports will be emailed to the training academy, as well as the intern, providing transparency throughout the process.

Though each intern is assigned a preceptor, the data suggest that the 2 seldom ride together on the same unit. In fact, interns and preceptors ride together on average <25% of the time. The new process takes this into account and introduces the concept of a field **coach**. Coaches are any and all ALS providers not assigned an intern. Coaches play a critical role in the internship process by providing approximately 75% of the observations and feedback about interns.

The online submission process is designed to be user friendly and intuitive. Please review the *ALS Internship Manual* for a detailed explanation of the internship process.

Please contact me directly if you have any questions or comments about the online program.

Special thanks goes to Arun Mallikarjunan from R1 for so generously agreeing to give his time and expertise to make this dream a reality. None of this would have been possible without him.

## QUICK START GUIDE

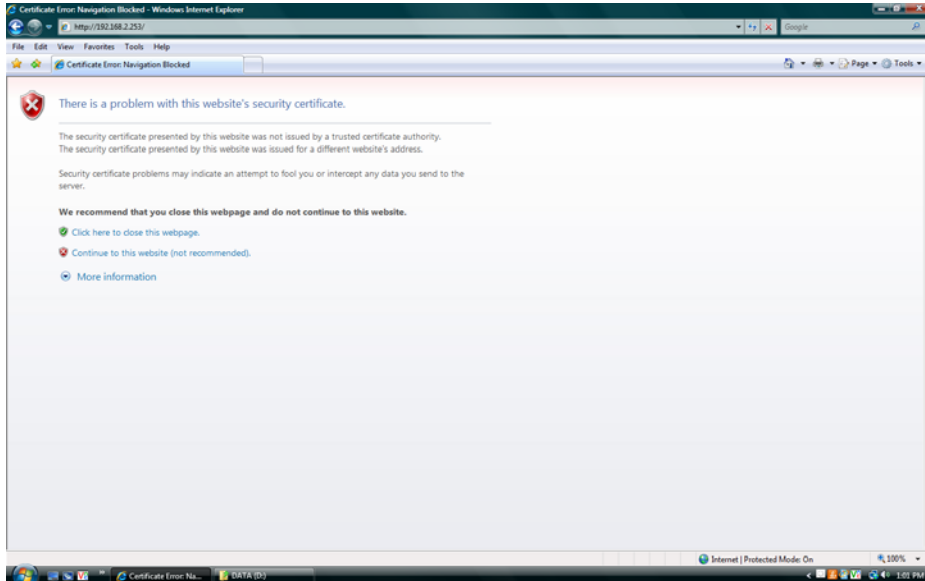
Website: <http://aip.webhop.org>

FSID: Your County fire service ID (first letter last name, first letter first name, last 4 of SSN)

Password: Password432 (default)

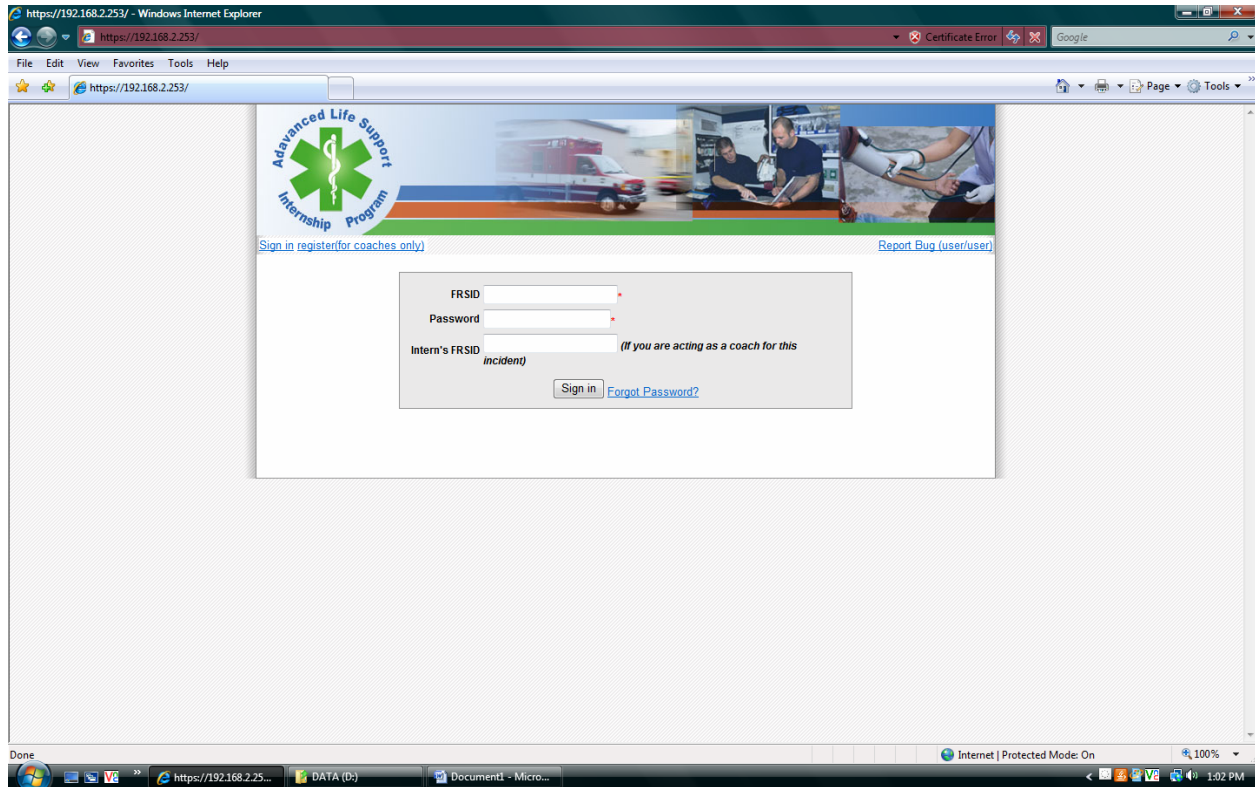
## Access for PRECEPTORS and COACHES (<http://aip.webhop.org>)

The first screen you will encounter is a “certificate” screen. Click on “Continue to this website”, or “Add exception” (if using Firefox). To save on costs associated with the project, we did not purchase an authentication certificate from Verisign or similar company. All of the information that passes through / stored locally on the server is encrypted and secure, so please don’t worry about this!



## PRECEPTOR - LOGIN

If logging in as a preceptor, type in <http://aip.webhop.org>, fill in your FSID, and your password. You have already been assigned an intern by the academy staff and the program will automatically take you to the appropriate screen. If you are entering a report for an intern other than yours, you must use the **coach** login!



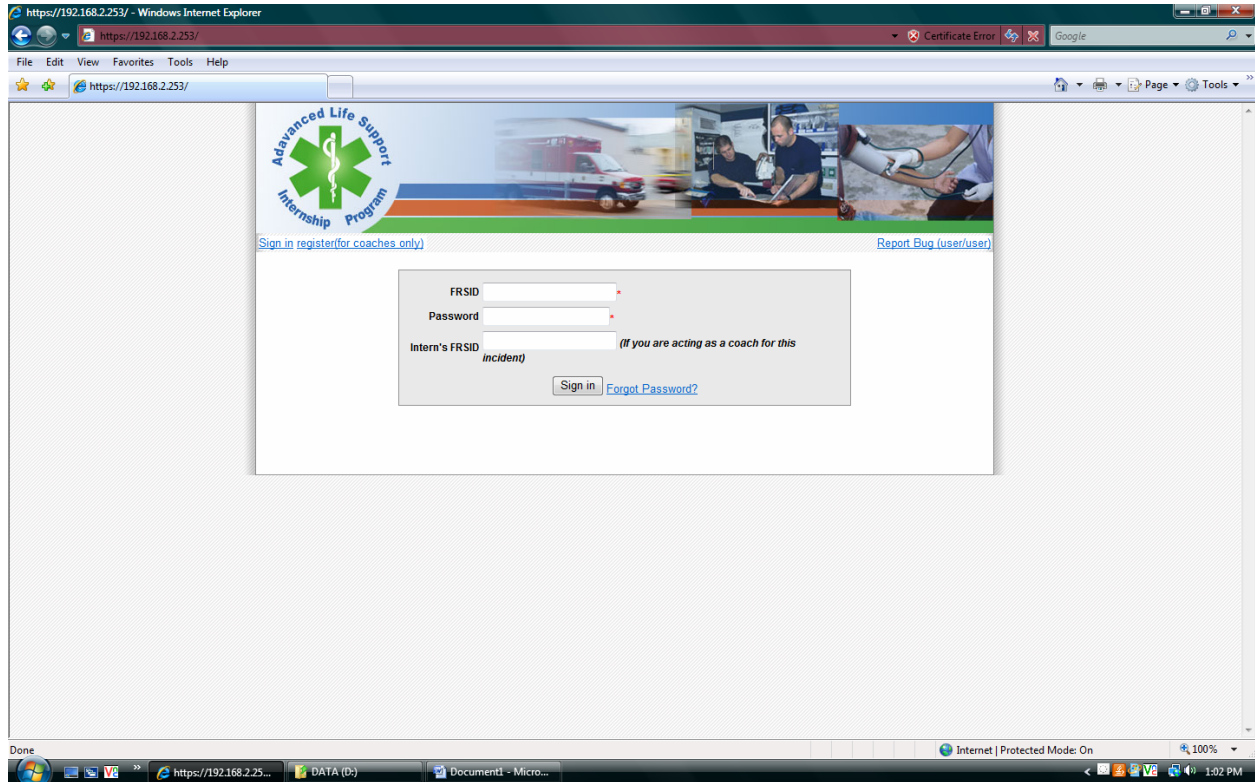
The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Advanced Life Support Internship Program. The address bar shows the URL <https://192.168.2.253/>. The page features a header with the program's logo and a banner image. Below the header, there are links for [Sign in/register for coaches only](#) and [Report Bug \(user/user\)](#). The main login form contains the following fields and options:

- FSID:
- Password:
- Intern's FSID:  (If you are acting as a coach for this incident)
- Buttons: [Sign in](#) and [Forgot Password?](#)

The Windows taskbar at the bottom shows the system clock as 1:02 PM and the Internet Protected Mode is turned on.

## COACH - LOGIN

If logging in as a coach, type in <http://aip.webhop.org>, fill in your FSID, password, **and the FSID of the intern you are reporting on**. The program will automatically link all reports for a given intern.



The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Advanced Life Support Internship Program. The address bar shows the URL <https://192.168.2.253/>. The page features a header with the program's logo and a banner image of an ambulance and medical personnel. Below the header, there are links for [Sign in \(register for coaches only\)](#) and [Report Bug \(user/user\)](#). The main login area contains three input fields: 'FRSID', 'Password', and 'Intern's FRSID (If you are acting as a coach for this incident)'. Below these fields are 'Sign in' and 'Forgot Password?' buttons. The Windows taskbar at the bottom shows the system clock as 1:02 PM.

Advanced Life Support  
Internship Program

[Sign in \(register for coaches only\)](#) [Report Bug \(user/user\)](#)

FRSID

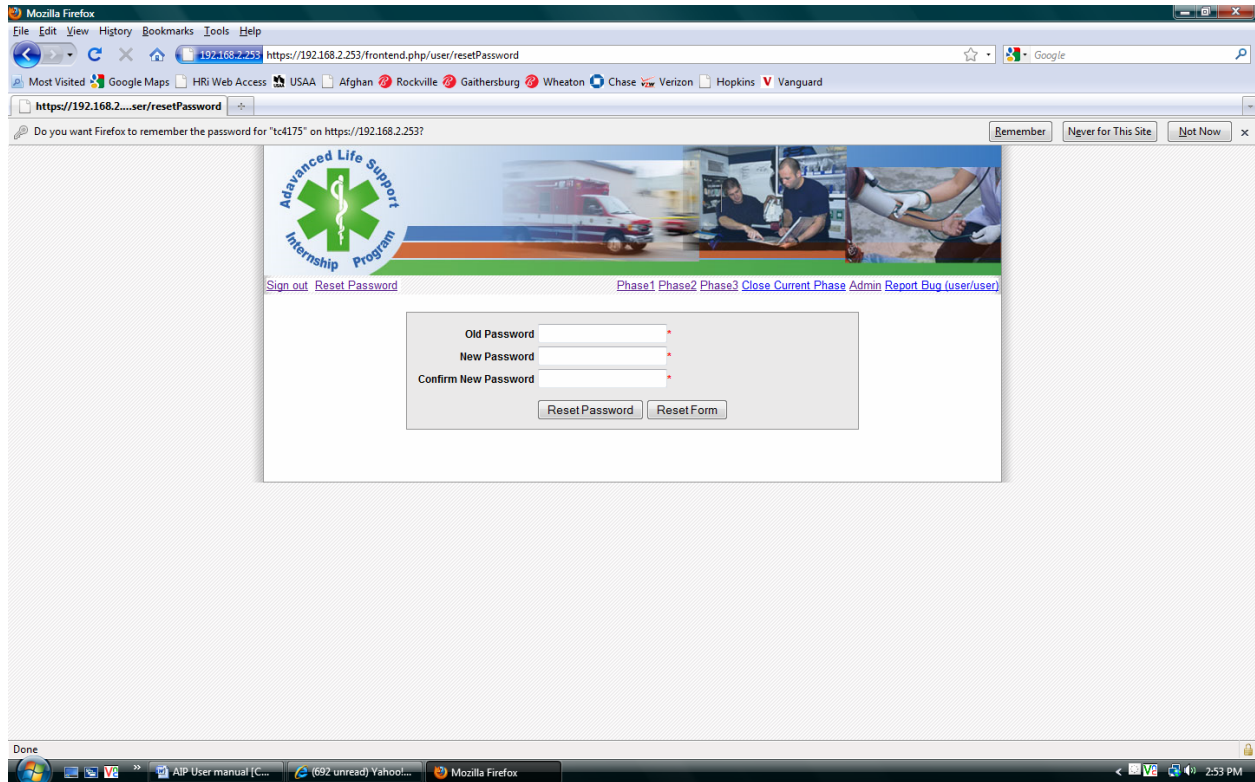
Password

Intern's FRSID  (If you are acting as a coach for this incident)

[Forgot Password?](#)

## PASSWORD CHANGE

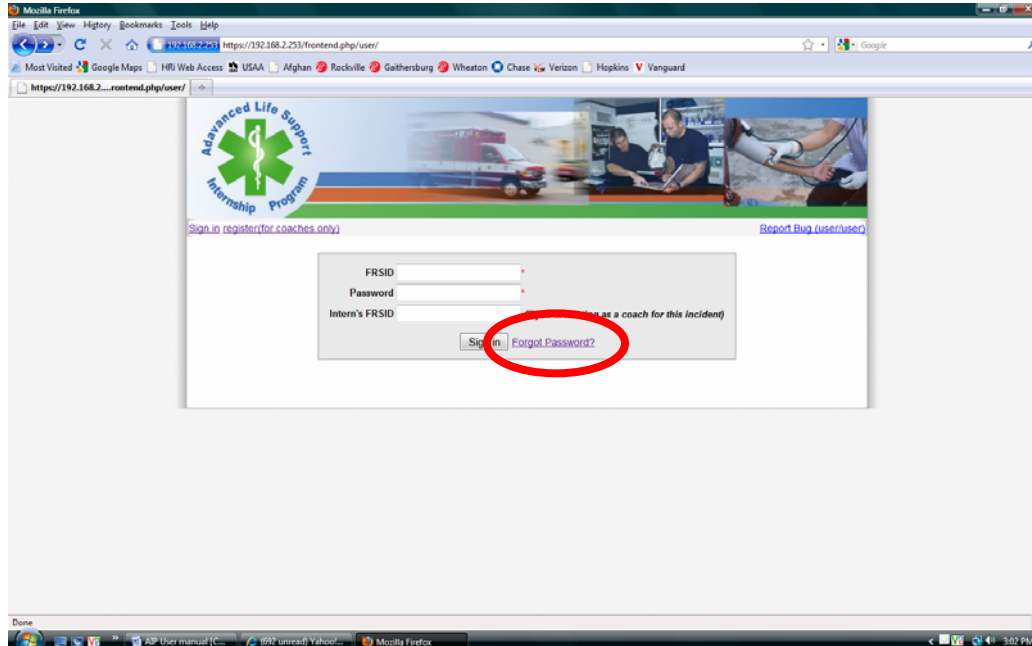
After you are logged in to the program, you can change your password at any time by clicking on “Reset Password” on the top left hand corner of almost every page. There are no restrictions on passwords. Enter your old password followed by your new password and click “Reset Password”. Passwords are encrypted and nobody has access to them. If you forget your password, follow the



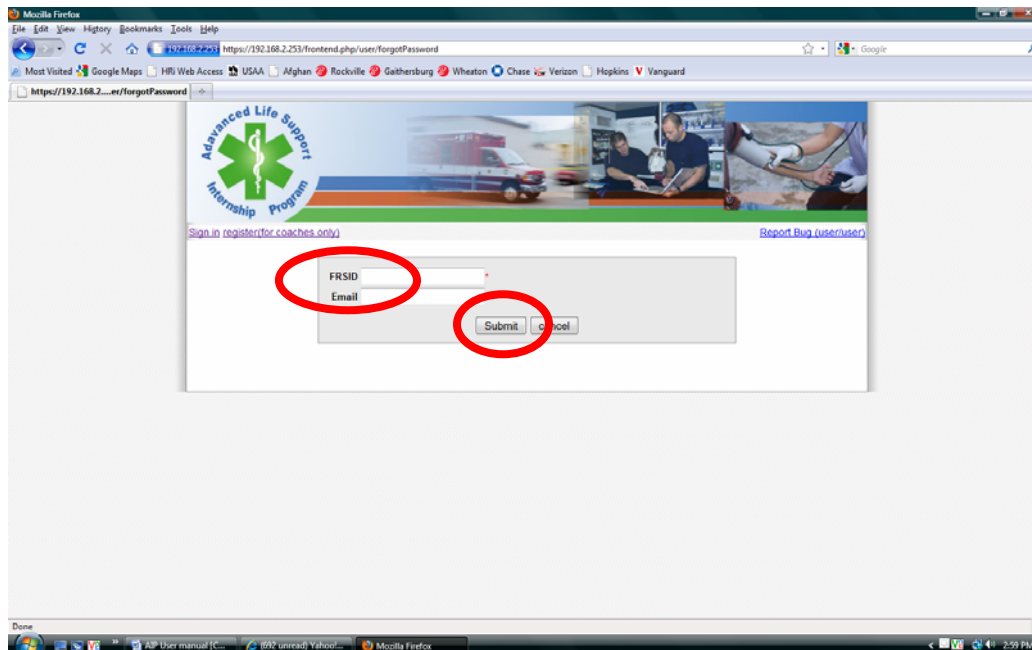


# FORGOTTEN PASSWORD

In the event you forget your password, go to home page, <http://aip.webhop.org>, click “Forgot Password”



You will be redirected to the screen below. Enter your FSID and email address and click “Submit”. A temporary password will be sent to you.



# DATA ENTRY – PHASE 1

Once you are logged in you will be directed to the data entry screens. The correct entry screen will automatically open depending on what phase the intern is working on. For example, phase 1 will be the first to open for all interns. Once complete, phase 2 will be displayed when logging in, etc. The data entry screens are self explanatory and have very few entry points. The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The “evaluation criteria” buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select “add incident and complete phase” if the intern has demonstrated proficiency and is ready to move to the next phase, or, “save and add another” if the intern has additional improvements to make.

NOTE – You will ONLY see the “add incident and complete phase” if you are logged in as the intern’s preceptor.

Mozilla Firefox

File Edit View History Bookmarks Tools Help

192.168.2.253 https://192.168.2.253/frontend.php/incident/phase1

Most Visited Google Maps HRI Web Access USAA Afghan Rockville Gaithersburg Wheaton Chase Verizon Hopkins Vanguard

https://192.168.2.253/frontend.php/incident/phase1

Do you want Firefox to remember the password for "tc4175" on https://192.168.2.253? Remember Never for This Site Not Now

Advanced Life Support Internship Program

Sign out Reset Password Phase1 Close Current Phase Admin Report Bug User/Pass

### Phase 1 - Objectives

Incident Date: 02 / 14 / 2010 Intern Name: John Doe Preceptor Name: CHRISTOPHER TOUZEAU

Assign a point value to each domain listed below (use the evaluation criteria attached). If the intern earns less than a 4 in any domain, please list the objective and document the performance in the "Notes" section.

Professionalism Evaluation Criteria Points 1

1. Demonstrate professional behavior including integrity, empathy, self-motivation, good personal hygiene, good communication skills, time management, teamwork / diplomacy, respect, patient advocacy, and careful delivery of service.
2. Maintain a non-judgmental attitude while conducting a patient assessment and treatment
3. Protect confidential patient information
4. Adhere to administrative policies and procedures, rules and regulations and Protocols and statutes (Demonstrate a thorough knowledge of resources available, when the EMT might need them, their capabilities, and how to access them. Anything from EMRC, to local and statewide specialty centers, the Go-team, Poison Center, CHATS, and all methods for utilizing them)
5. Demonstrate a positive attitude and seek opportunities for personal and professional growth

Scene Leadership and Safety Evaluation Criteria Points 1

1. Ensure personal safety and safety of other rescuers and patient

Psychomotor Skills Evaluation Criteria Points 1

1. Demonstrate the ability to locate all equipment carried on the medic unit
2. Demonstrate the ability to inspect, assemble, operate and maintain all equipment, medication delivery devices, and tools carried on the medic unit

Notes (500 words or less):

Add Incident And Complete Phase Save And Add Another

Done

AltP User manual [C... (692 unread) Yahoo!... Mozilla Firefox

1:52 PM

## DATA ENTRY – PHASE 2

The mode of entry for phase 2 mirrors that of phase 1.

The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The “evaluation criteria” buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select “add incident and complete phase” if the intern has demonstrated proficiency and is ready to move to the next phase, or, “save and add another” if the intern has additional improvements to make.

NOTE – You will ONLY see the “add incident and complete phase” if you are logged in as the intern’s preceptor.

**Phase 2 - Objectives**

Incident Date: 02 / 14 / 2010 Intern Name: John Doe Preceptor Name: CHRISTOPHER TOUZEAU

Assign a point value to each domain listed below (use the evaluation criteria attached). If the intern earns less than a 4 in any domain, please list the objective and document the performance in the "Notes" section.

**Communication / Cultural Awareness** [Evaluation Criteria] Points: 7

1. Establish and grow working relationships with peers and hospital staff
2. Communicate effectively and openly with patients, patient's family, significant others, and health care providers
3. Coordinate efforts with other health care providers involved with patient care
4. Communicate in a manner that is culturally sensitive
5. Demonstrate the ability to quickly and concisely convey patient presentation, history, physical, interventions to Medical Control and then revise plan as indicated (face-to-face and radio consult)

**Decision Making** [Evaluation Criteria] Points: 7

1. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall well-being of the patient
2. Evaluate the effectiveness of interventions and modify treatment plan accordingly

**Assessment** [Evaluation Criteria] Points: 7

1. Perform a comprehensive history and physical examination to identify factors affecting the health and health risk of the patient
2. Formulate a field impression based on analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology
3. Assess patients and formulate a treatment and disposition plan for any patient presentation encountered; be able to recognize and identify patients who need immediate interventions as opposed to those whose illnesses/injuries can be managed in a more conservative manner

**Recordkeeping** [Evaluation Criteria] Points: 7

1. Report and document assessment findings, interventions and patient response

Notes (500 words or less):

Notes

[Add Incident And Complete Phase] [Save And Add Another]



## DATA ENTRY – PHASE 3

The mode of entry for phase 3 mirrors that of phases 1 and 2.

The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The “evaluation criteria” buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select “add incident and complete phase” if the intern has demonstrated proficiency and is ready to move to the next phase, or, “save and add another” if the intern has additional improvements to make.

NOTE – You will ONLY see the “add incident and complete phase” if you are logged in as the intern’s preceptor.

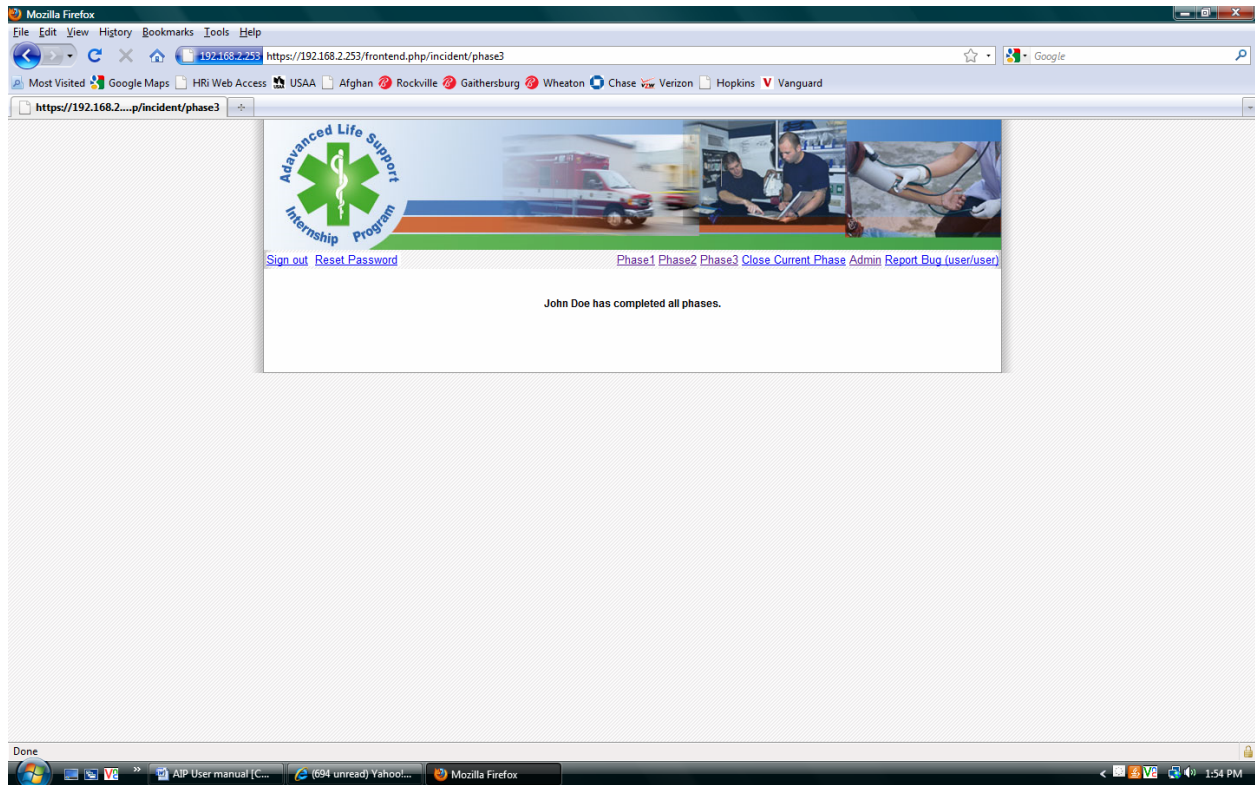
The screenshot displays a web browser window with the URL <https://192.168.2.253/frontend.php/incident/phase3>. The page header features the "Advanced Life Support Internship Program" logo and navigation links: [Sign out](#), [Reset Password](#), [Phase1](#), [Phase2](#), [Phase3](#), [Close Current Phase](#), [Admin](#), and [Report Bug \(useruser\)](#). The main content area is titled "Phase 3 - Objectives" and includes the following fields and sections:

- Incident Date:** 02 / 14 / 2010
- Intern Name:** John Doe
- Preceptor Name:** CHRISTOPHER TOUZEAU
- Assignment Instructions:** Assign a point value to each domain listed below (use the evaluation criteria attached). If the intern earns less than a 4 in any domain, please list the objective and document the performance in the "Notes" section.
- Professionalism:** Evaluation Criteria | Points: 1
- Assessment:** Evaluation Criteria | Points: 1
  - 1. Demonstrate confidence and competence while interacting with patients and the public
  - 1. Relate assessment findings to underlying pathological and physiological changes in the patient's condition
  - 2. Integrate and synthesize the multiple determinants of health and clinical care
- Scene Leadership and Safety:** Evaluation Criteria | Points: 1
  - 1. Demonstrate the ability to function as the team leader of an advanced life support emergency call
- Psychomotor Skills:** Evaluation Criteria | Points: 1
  - 1. Perform all psychomotor skills within the State Scope of Practice for the entry level ALS Provider
- Notes (500 words or less):** [Text input area]
- Buttons:** [Add Incident And Complete Phase](#) | [Save And Add Another](#)

The browser's taskbar at the bottom shows the "Done" status and open applications: "AIP User manual [C...", "694 unread Yahoo!", and "Mozilla Firefox". The system clock indicates 1:53 PM.

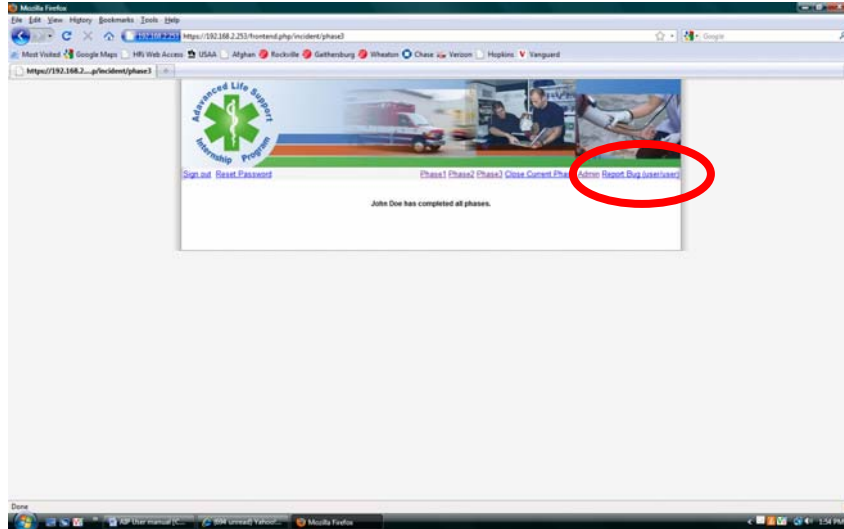
# Completion of Internship Phases

Upon successful completion of all 3 internship phases, the following screen will be displayed.

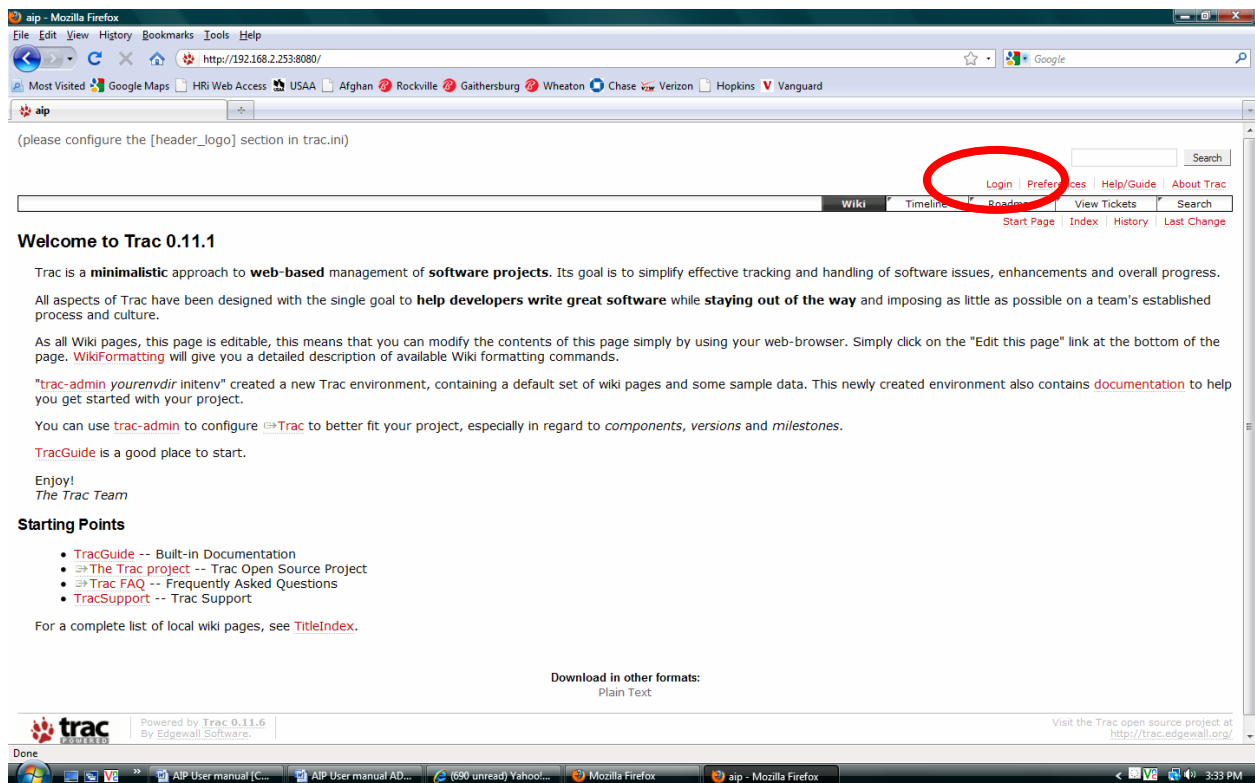


# REPORTING PROBLEMS WITH THE PROGRAM

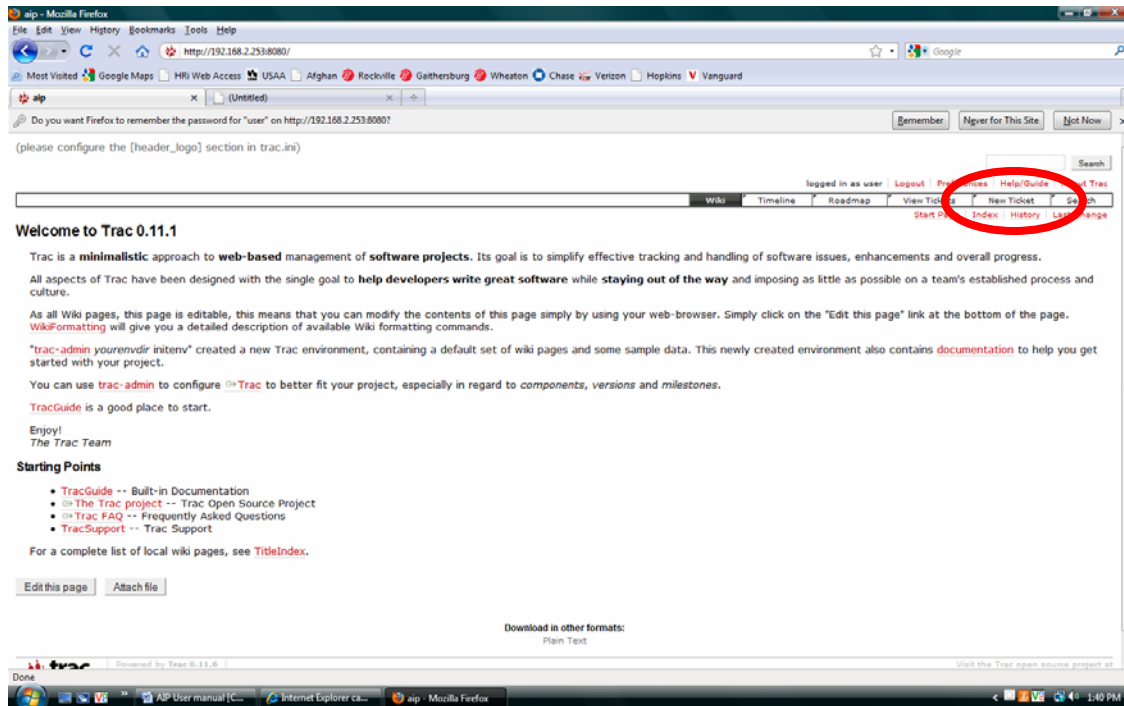
You can report problems with the program by clicking “Report Bug user/user” located in the top right-hand corner of every screen.



You will be directed to the screen below. Select “Login” from the top right-hand corner of the page. Enter “user” for the user name and password.



Once logged in, select “New Ticket”.



Enter information under summary and description and click “create ticket”. Do not worry about any other fields.

